DOCUMENT RESUME

ED 058 924 LI 003 459

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TITLE	A Guide for Student Librarian Aides at Valsetz High School, Revised.
INSTITUTION	Oregon State Board of Education, Salem.
PUB DATE	Sep 70
NOTE	70p.; (5 References)
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Library Services; *Library Technicians; Manuals; *School Libraries; *Secondary Schools; *Students
IDENTIFIERS	*Oregon

ABSTRACT

The best method of extending the efficiency of the librarian, now practical in most budget conscious school districts, is the use of student assistants to the librarian. In keeping with the policy of the Department of Education and the Oregon State Library to improve the quality of secondary school libraries and the services they perform, this manual for student librarians has been prepared. Students who are selected as library assistants will aid the librarian in fulfilling the many responsibilities of the library. These students will work in the library one period each school day and will receive credit as they would for any class. General qualifications for a student library assistant are: (1) the student should be a junior or senior, (2) the student should have an interest in some academic field and (3) the student should have some typing ability. Student aides will perform duties in two main categories: clerical duties and mechanical duties. Detailed descriptions of these duties are given. (Author/NH)

ED 058924

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A GUIDE FOR STUDENT LIBRARIAN AIDES

AT

VALSETZ HIGH SCHOOL

REVISED

SEPTEMBER 1970

NOTE: This is a revision of a guide prepared by the following during summer session at O.C.E. in 1968:

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LI 003 459

FOREWORD

Any secondary school library, if it is to achieve its goal of maximum support to the curriculum, requires more effort than can possibly be furnished by one person. This is especially true now that many libraries have taken on the additional duties of the media center in many schools and are responsible for audio-visual materials as well as the traditional role of selector, keeper and dispensor of the book selection of the school.

The best method of extending the efficiency of the librarian, now practical in most budget conscious school districts, is the use of student assistants to the librarian.

In keeping with the policy of the Department of Education and the Oregon State Library to improve the quality of secondary school libraries and the services they perform, this manual for student librarians has been prepared.

STATEMENT OF PURPOSE

1. It is the purpose of any school library to enhance and enrich the learning process. To this end librarians must fulfill a number of responsibilities. Principal among these are those listed under the SCHOOL LIBRARY BILL OF RIGHTS compiled by the American Library Association:

   a. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.

   b. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

   c. To provide a background of information which will enable the pupils to make intelligent judgments in their daily life.

   d. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.

   e. To provide materials representative of the many religious, ethnic and cultural groups and their contributions to our American Heritage.

   f. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

2. Those students who qualify and are selected as library assistants will aid the librarian in fulfilling the many responsibilities of the library. These students will work in the library one period each school day and will receive credit as they would for any class.

QUALIFICATIONS OF A LIBRARY ASSISTANT

1. Preferably, the student should be a junior or senior, this may be waived if the student is well qualified in other respects.

2. The student should have an interest in some academic field

3. The student should have some typing ability.

In addition to the above qualifications, the following considerations will be taken into account by the librarian when making a final selection from the applications:

a. dependability

b. general attitude

c. neatness and organization

d. artistic and/or mechanical ability (mechanical ability refers to assistants who may be working primarily with audio-visual equipment)

e. typing skill and speed

DUTIES

1. TYPES OF DUTIES: Student aides will perform duties in two main categories. Clerical duties and mechanical duties. Some overlap occurs in these two categories and in certain procedures both clerical and mechanical duties will occur.

   a. Clerical Duties:

      1/ circulation:

         a/ checking out books, audio-visual materials, and other items
         b/ receiving and checking in same type of materials
         c/ maintaining circulation records

      2/ typing:

         a/ catalog cards
         b/ shelf-list cards
         c/ book cards
         d/ book pockets
         e/ order forms
         f/ overdue notices
         g/ fine lists
         h/ other typing as required by librarian

      3/ filing:

         a/ cards
         b/ vertical file materials
         c/ magazines

      4/ assisting with:

         a/ accession records
         b/ processing of new books (hardbound books).
         c/ preparing paperback books for shelves
         d/ preparing magazines for library and/or departmental use
         e/ inventory (including Title II)

   b. Mechanical Duties:

      1/ housekeeping
      2/ preparing displays
      3/ mending books
      4/ binding periodicals
      5/ caring for A-V equipment
      6/ operating A-V equipment

APPENDIX (TABS)

Tab 1: Care and Maintenance of an Orderly Library

Tab 2: Tips for the Librarian Aides

Tab 3: Circulation Control

Tab 4: How to Keep Circulation Records

Tab 5: Fine System on Overdue Materials

Tab 6: Maintaining Order of Books on Main Shelves; Reading Shelves

Tab 7: Processing Hardbound Books, Including Card Preparation

Tab 8: Processing Textbooks and Manuals

Tab 9: Filing Cards

Tab 10: Processing and Inventory of Paperback Books

Tab 11: Processing Newspapers

Tab 12: Processing Magazines

Tab 13: Binding Magazines

Tab 14: Mending Books

Tab 15: Vertical Files

Tab 16: Cataloging and Filing of Records, Filmstrips, and Other Non-Book Materials

Tab 17: Inventory

Tab 18: Displays

Tab 19: Ordering New Books

Tab 20: Glossary

Tab 21: List of Abbreviations

Tab 22: Examples of Shortened Publishers Names

Tab 23: Dewey Decimal System

Tab 24: Bibliography

TAB I

HOUSEKEEPING DUTIES

A library must be clean and orderly at all times.

DAILY DUTIES:

1. Dusting of books and furnishings.
2. Watering of cut flowers.
3. Cleaning tables with spray cleaner (Windex).
4. Picking up papers and candy wrappers on shelves, tables and floors.
5. Straightening things up behind the counter, discarding of old papers, newspapers, and other unwanted materials.
6. Straightening of chairs at empty tables.
7. Checking arrangements of magazines on magazine rack.
8. Checking arrangement of books on shelves and watching for books that are misplaced.
9. Setting of due-date stamp (first thing in the morning).
10. Adjustment of windows for proper ventilation and lighting.

TWICE WEEKLY DUTIES:

1. Watering of plants.

WEEKLY DUTIES:

1. Cleaning of repair and work area thoroughly, including the sink.

MONTHLY DUTIES:

1. Inking the stamp pads.

TAB 2

TIPS FOR YOU

1. Read as many books as possible; get acquainted with all new books.

2. Become acquainted with as many types of reference books as possible. Know what kinds of information the reference books have available.

3. Do housekeeping chores cheerfully, carefully, completely.

4. Check each book carefully before shelving, and be sure it is in proper place in shelves. A misplaced book is a "lost" book.

5. Know where supplies, repair items, forms, etc., are kept.

6. Know general subjects under each classification.

7. Know how to use card catalog.

8. Don't chew gum or candy while working.

9. Take pride in providing the best possible service.

10. You are an example for other students--be a good one, not a poor one.

TAB 3

CIRCULATION CONTROL

1. Books returned that aren't overdue.

   a. The card is located in the desk card file.

   b. The card is placed in the book pocket.

   c. Book is examined for damage.

      (1) If damaged, it is placed on shelf for repair.

      (2) If it is not damaged, it is placed on cart to be returned to its original place on the shelf.

2. Books returned late.

   a. Overdue slip is made out.

   b. For further information see Tab 5.

3. Outgoing books.

   a. Students bring books to checkout counter.

   b. First and last name is written on card by student (legibly).

   c. Due date is stamped on card and on slip in the back of the book, on paperback it is stamped on the pocket.

   d. Card is placed in card file and marked on circulation record.

4. Check out rules.

   a. Books and records are checked out for two weeks.

   b. Magazines are checked out overnight.

   c. Old World Book ercyclopedias are checked out overnight.

5. Checking out magazines and pamphlets.

   a. Students write full name on white card.

   b. Date due next day - name of magazine and date is placed on card.

   c. Card is then kept in front of card file.

6. Books teachers check out.

   a. Last name or abbreviation of name is placed on card and in the book.

b. Card is placed behind teachers name in the card file.

c. There is no limit as to the length of time a teacher can keep a book.

7. Reserve material.

a. Can be checked out for one day or whatever period of time designated by the teachers placing the material on reserve.

b. Cards will be placed in the "reserve" section of the card file.

8. Renewals.

a. The card and the book must be present to renew a book.

b. There is no limit to the number of times the book can be renewed.

TAB 4

HOW TO KEEP CIRCULATION RECORDS

1. Find call number on the upper left-hand corner of the book card or on the pocket of the book.

2. Find the proper column in the temporary data record sheet on the charge out desk.

   a. Record sheet has numbers, words or letters above the column.

   b. The letters SC stand for "Story Collections."

   c. The number 92 is for individual biographies.

   d. The number 813 is for fiction.

3. At the end of the day transfer the totals into the permanent record book.

   a. Transfer the total in each column.

   b. The combined total is also written into the book.

4. During the first week of each month a "Library Use" report is written.

   a. Written for the previous month.

   b. Submitted to principal.

TAB 5

FINE SYSTEM ON OVERDUE MATERIALS

1. Books returned late.

   a. Fine slip is made out in two copies. (One for library, one for student.)

   b. Slip is attached to card with paperclip.

   c. Card placed back in charge-out file on desk.

FINE SLIP

NAME_____

BOOK_____

_____

DATE DUE_____

DATE RETURNED_____

FINE_____

DATE PAID_____

OK'D BY_____

2. Fine sheet.

   a. Student's name and title of books place on sheet.

   b. Date due placed on sheet.

   c. Posted on library door.

   d. Date returned and amount of fine placed on sheet when the book is returned.

FINE SHEET

NAME	BOOK	DATE DUE	DATE IN	FINE

3. Book returned but fine not paid.

   a. Card placed in book.

b. Fine slip (two copies) placed in fine book, in pocket with the first letter of the students last name on it. Staple the two copies together.

TAB 6

MAINTAINING ORDER OF BOOKS ON MAIN SHELVES: READING SHELVES

1. The library.

   a. The books are arranged in numerical order starting with 000 and ending with 999.999.

   b. The reference books are in the low divider shelves.

2. Returning books to shelves.

   a. Examine book as to its condition. If it needs repairs, do not place it on the shelves.

   b. All books are placed by the call number, which is on the spine of all the books. The call number consists of the Dewey Decimal Classification (DDC) number and the first two initials of the author's last name (or of the subject of a biography).

   c. Place the book first by Dewey Classification number, then by the letters of the author's last name.

   d. When the same author has written a number of books with the same Dewey number, place alphabetically by title.

3. Reading the shelves.

   a. All library aides are responsible for the placement of the books on the shelves.

   b. To read shelves is simply to check all the books on the shelves or portions thereof, in order to insure that the books are in their proper places on the shelves.

   c. Place books according to DDC number and letters from the authors' last name, as shown on the spine of the book.

   d. Check for date due slip.

   e. Check condition of pocket and date due slip.

   f. See if a new card is needed because the old one is full.

   g. Check condition of book cover, spine, binding, and torn or missing pages, and marks in book.

   h. Check for circulation history of book. If not being circulated make notation for librarian's attention.

4. Payment of fines.

   a. Fines are paid only to the librarian or adult library aide.

   b. Students are given a receipt (one copy of the form).

   c. Name is crossed off sheet.

   d. Student's name, name of book and fine paid are recorded in fine payment book.

5. Fine.

   a. Five cents a day for each day the book or other item has not been returned after the due date.

   b. The day the book is returned is counted as one day.

   c. Not included: weekends, holidays and the day it was due.

   d. If a person was excused due to illness or for other accepted reasons and could not return the book on the day it was due, the matter will be referred to the librarian.

TAB 7

STEPS IN PROCESSING BOOKS

1. Open shipment carefully, note any damage to books.

2. Check books against invoice or shipping notice accompanying the order.

3. Compare the book with order card for accuracy and for any changes in price.

4. Open the book carefully.

   a. Take the book in the right hand, and open the front cover gently. Run your finger along the crease where the cover is connected to the pages.

   b. Repeat the procedure with the back cover.

   c. Laying the book spine down, on a flat surface, open not more than ten pages at a time from the front, then the rear. Run your finger down the crease between the pages.

   d. Continue in this manner until the book is finished.

5. Note any errors in the make up of the book, such as upside down pages, torn pages, pages bound together, etc.

6. Add the book to the accession roster. This includes the following information in the order indicated:

   a. Date received.

   b. Accession number.

   c. Author.

   d. Title.

   e. Publisher.

   f. Date of publication or copyright. If two dates are given, include both, with the publication date first, and the copyright date in parenthesis with a small letter "c" as follows, 1966 (c1961).

   g. Source (from where the book was obtained, it may be a bookseller, a publishing firm, or as a gift).

   h. Cost.

   i. Remarks. Include the classification number here. Classification will be done only by the librarian or specified student with the

librarian's approval. Also include a "II" if it is a Title II book. Also indicate if it is a paperback.

7. Place the accession information in the book.

   a. This information if placed on the reverse side of the title page in the following order:

Classification number.	Accession number.
First two letters of author's name. *	Price.
Place where purchased.	Date.

EXAMPLE:

813 3133
Am 4.50
B&T 9/4/68

* NOTE: In the case of the biography, the first two letters of the last name of the subject of the biography are used.

8. Type the pocket and book card.

   a. The same information is typed on both.

   b. At the top of the book card, (in the left-hand corner) is typed the classification number. Use a white card for all library accessioned books, including paperbacks which are accessioned.

   c. Directly below the classification number, the first two letters of the author or biography subject are typed.

   d. At the upper right-hand corner, the accession number is typed.

   e. Below the classification number and to the right the number of spaces required for proper spacing, the author's name, last name first, is typed.

   f. Under the author's name, indenting two spaces, is typed the title with first and last and all important words capitalized.

9. Type the label to be placed on the spine of the book.

   a. The label includes the same information as placed in the upper left-hand corner of the book card.

   b. Generally a piece of scotch tape is required to hold the label in place.

10. Type the catalog cards.

    a. On the average, four cards are typed for each book. These include the author card, title card, and subject card or cards.

    b. Catalog cards are special cards, 3" x 5" with a hole at the bottom.

    c. For more information see the following pages.

11. Type the shelf list card. The shelf list card is a catalog card the same as an author card with added information, including:

    a. accession number

    b. firm from where purchased

    c. date received

    d. cost

12. The dust jacket is removed and will be used for bulletin boards.

13. Stamping of the book.

    a. The book is usually stamped with one of two stamps, the "LIBRARY" stamp, or the "89-10-II," also known as the Title II stamp.

    b. The stamp is placed in three different, specific places in the book:

        1/ inside front cover
        2/ page 27
        3/ inside back cover

14. Spraying the books.

    a. A protective covering may be sprayed on the book.

    b. Instructions for spraying may be found on the can.

    c. The book should be placed on newspapers before spraying.

    d. Windows should be opened to prevent any toxic effect on persons doing the spraying.

15. Reference books have a label that is placed on the inside of the front cover and on the back cover.

16. Books that are given as gifts have a form placed in the front to show by whom the book was given.

17. A final check should be made.

    a. Check to see if it has been opened properly.

    b. Check to see if it has been stamped in all three places.

    c. Check the accession information.

    d. Check the book pocket and book card, see if book card is the right color and made out correctly.

    e. Check the catalog cards.

    f. Check the book spine tab or number.

    g. Check the condition of the book.

        1/ This concerns books being transferred from the grade school, not new books.

INSTRUCTIONS AND EXAMPLES

of:

SHELF LIST CARD

CATALOG CARDS

BOOK POCKET

BOOK CARD

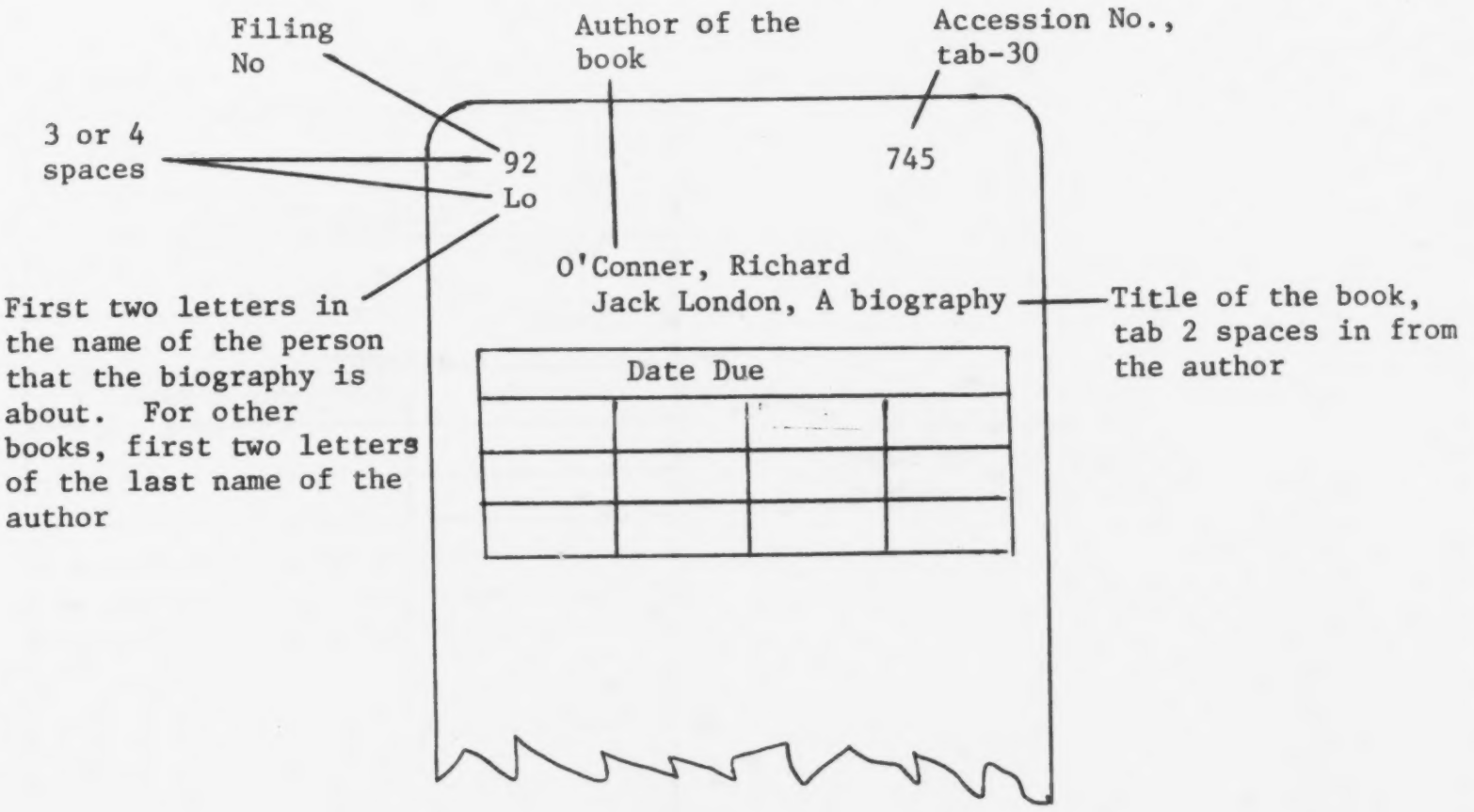
BOOK SPINE TAB

THE BOOK CARD

92	745
LO	
O'Conner, Richard	
Author	
Jack London, A	
Title	
Biography	
Date Due	Borrower's Name

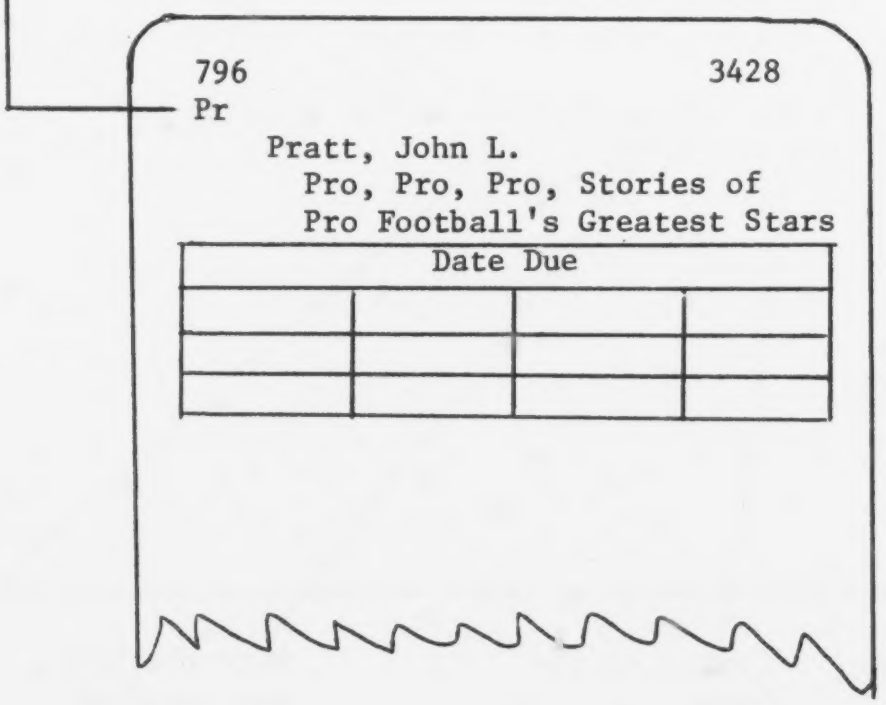
The book card is typed up the same way as the pocket

BOOK POCKET


Filing No
Author of the book
Accession No., tab-30
3 or 4 spaces
92
Lo
745
First two letters in the name of the person that the biography is about. For other books, first two letters of the last name of the author
O'Conner, Richard
Jack London, A biography
Title of the book, tab 2 spaces in from the author
Date Due

INITIALS OF THE AUTHOR

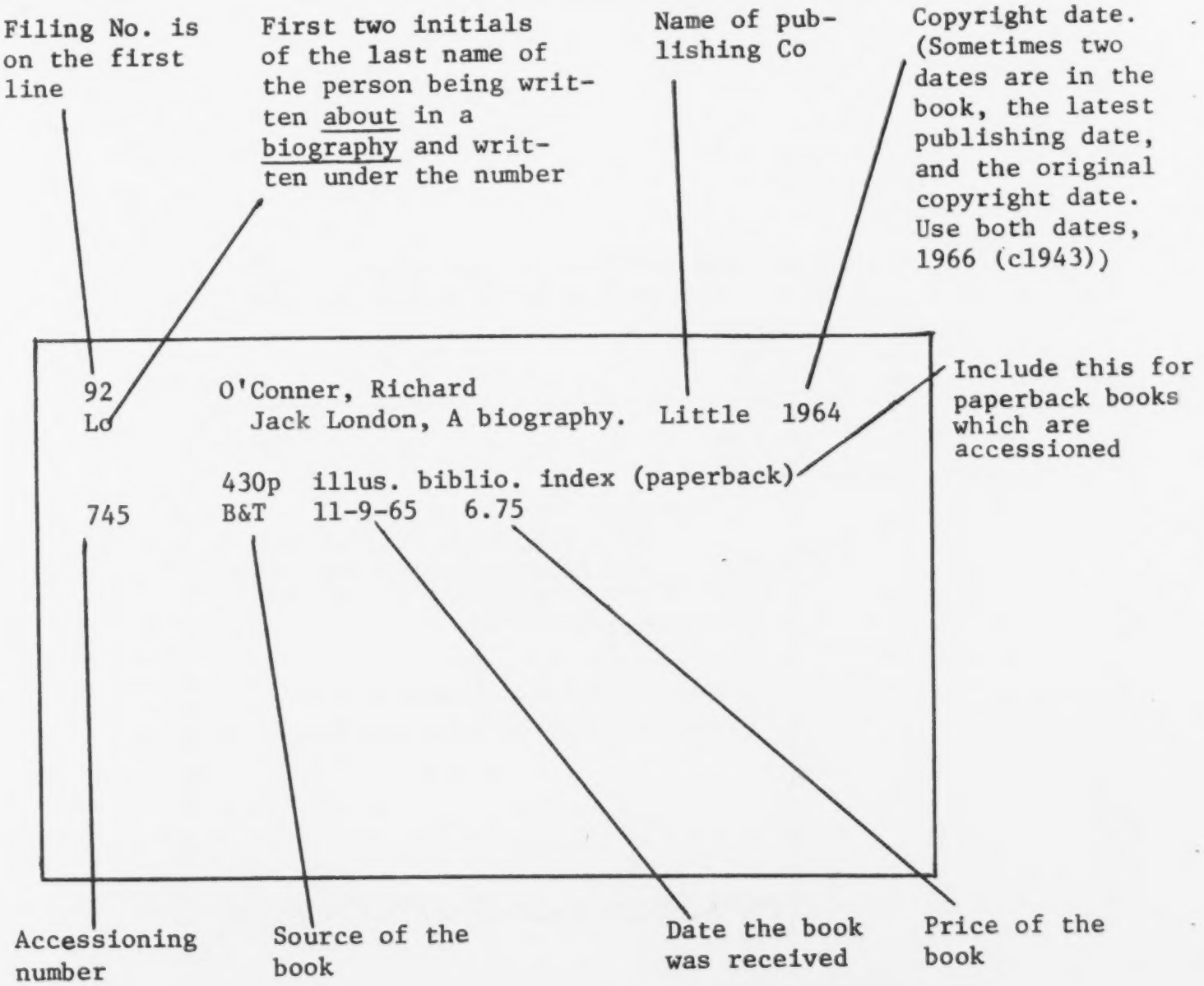
First two initials of the author on all book cards (and pockets) except in case of biographies



LIBRARIAN'S SHELF LIST CARD

(For Biographies)

For information necessary to complete the various types of cards, look at the front and back of the title page in the book. The front of the title page will include the correct title, the author, and the publisher. Sometimes, but not too often, the date is included here. However, the date is on the back of the title page. Also on the back of the title page is the accessioning information.


Filing No. is on the first line
First two initials of the last name of the person being written about in a biography and written under the number
Name of publishing Co
Copyright date. (Sometimes two dates are in the book, the latest publishing date, and the original copyright date. Use both dates, 1966 (c1943))
92
Lo
O'Conner, Richard
Jack London, A biography. Little 1964
430p illus. biblio. index (paperback)
Include this for paperback books which are accessioned
745
B&T 11-9-65 6.75
Accessioning number
Source of the book
Date the book was received
Price of the book

All of this information is found on the back of the title page.

NOTE: The name of the publishing company is generally not used in full, and shortened name is used. The name "Little" above, for example, stands for Little, Brown and Company. A list of short names can be found in this student guide, or in a Standard Catalog for High School Libraries.

SHELF LIST CARD

TITLE II

(For Biographies)

92 O'Conner, Richard
Lo Jack London, A Biography. Little 1964

430p illus. biblio. index (paperback)

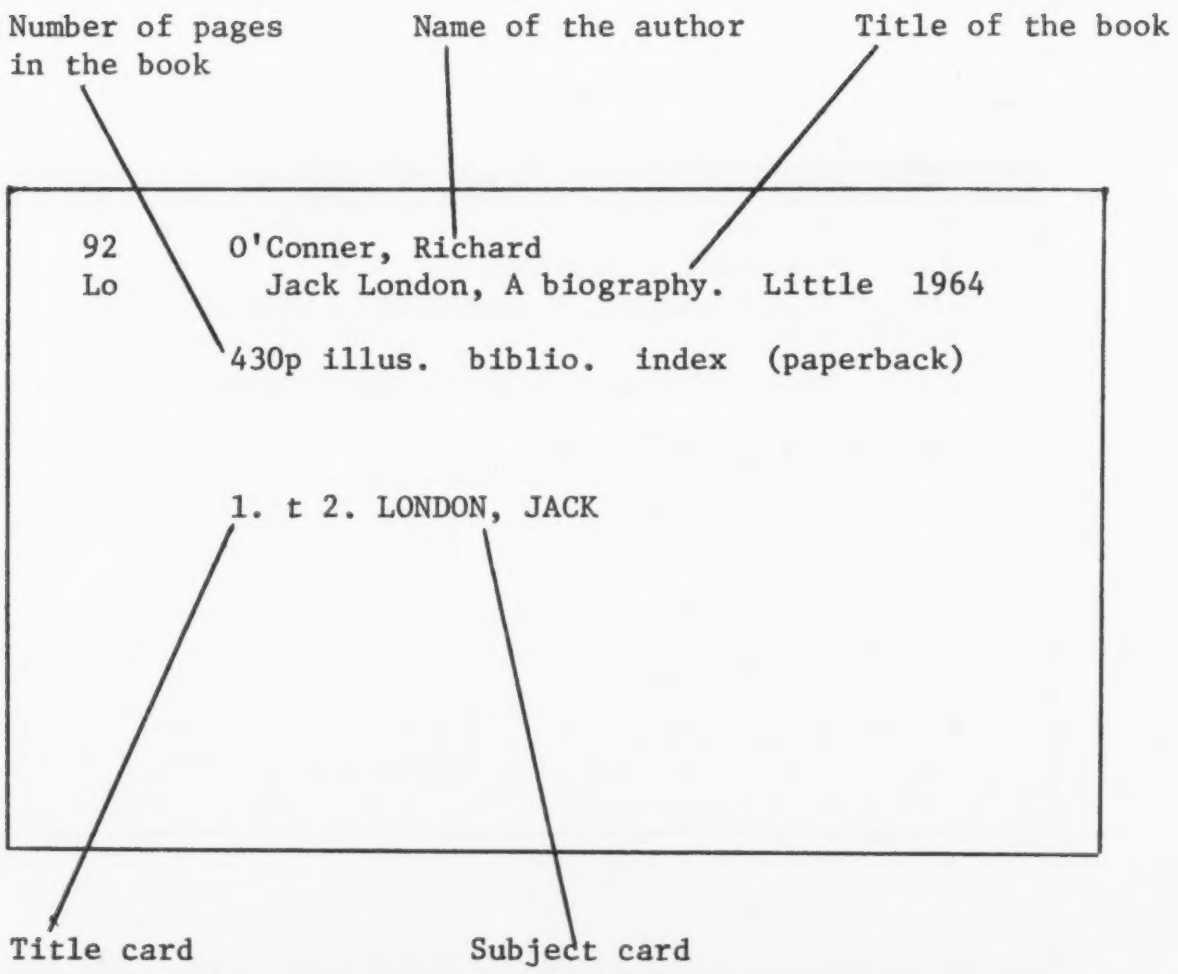
745 B&T 11-9-65 6.75

Add this entry if the book is a paperback.

This is an example of a Title II shelf list card. The only difference is the black edge at the top.

AUTHOR CARD

(For Biographies)



The other cards that can be found in the card catalog on this book.

NOTE: If there are more than one copy of the same book in the library, no catalog cards (author, title, subject) are necessary for the second, third, etc. copies. However, a shelf list card is necessary for each copy, with the second, third, etc. copies indicated by a small "c" followed by a period and the copy number, as follows: "c.2." This is placed under the accession number. For example: 3405
c.2
Also, the book pocket and the book card are marked c.2, c.3, etc. under the accession number.

AUTHOR CARD

796 Pratt, John L.
Pr Pro, Pro, Pro, Stories of Pro Football's
Greatest Stars. Watts 1963

181p illus. index biblio. (paperback)

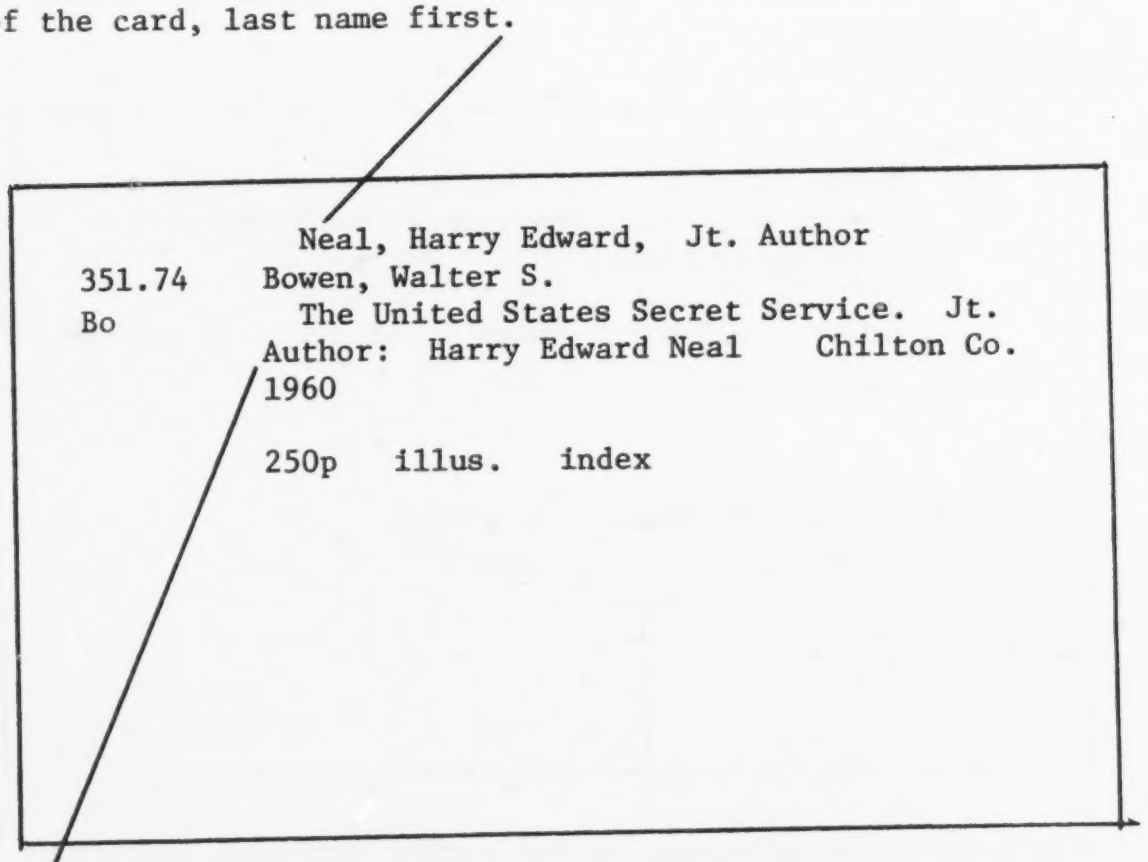
Add this entry if book is a paperback

1. t 2. FOOTBALL 3. SPORTS

The only thing different on the author card than any other card is the footnote at the bottom of the card.

JOINT AUTHOR CARD

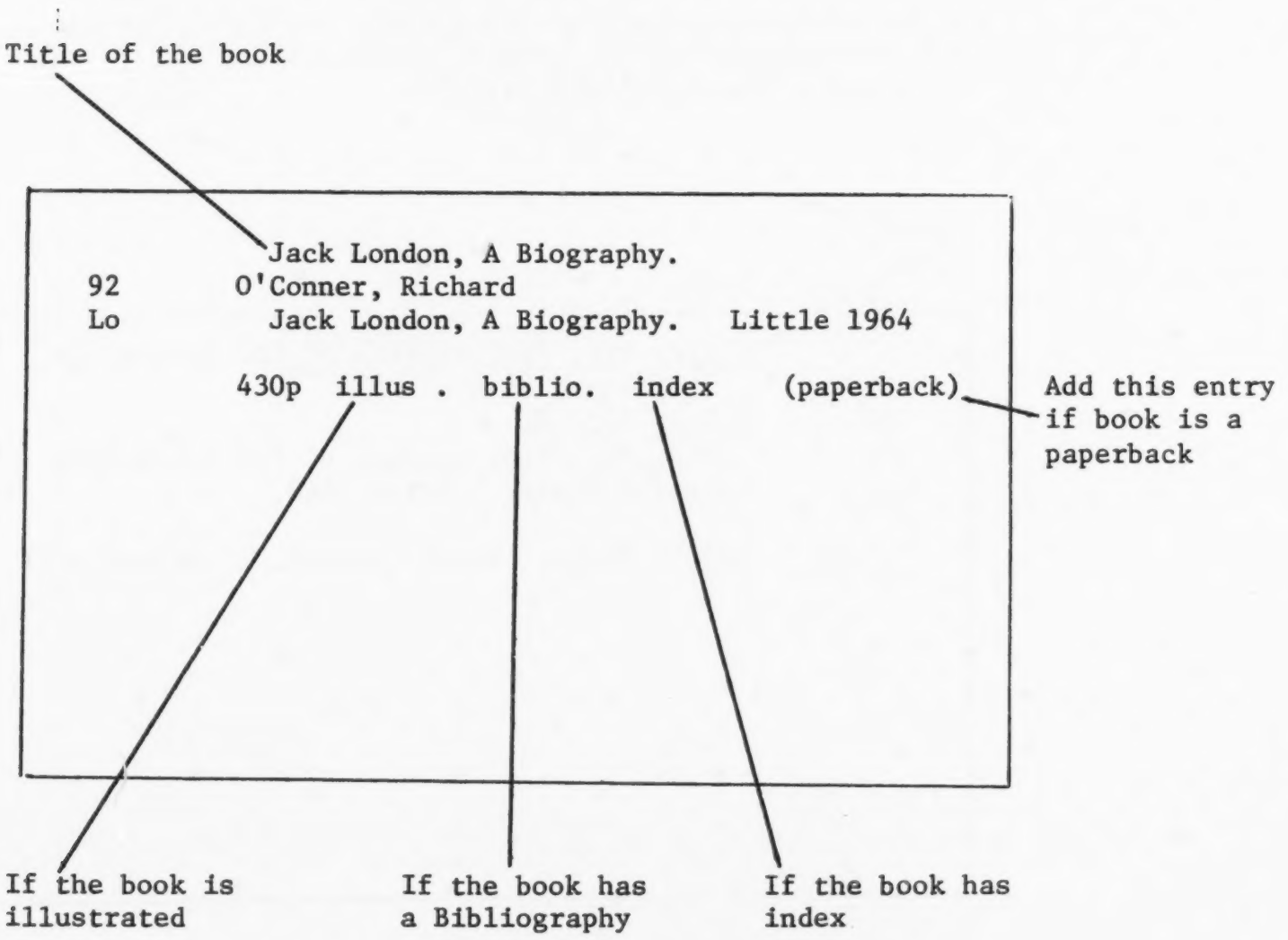
If there is a joint author, put the joint author at the top of the card, last name first.


Neal, Harry Edward, Jt. Author
351.74 Bowen, Walter S.
Bo The United States Secret Service. Jt.
Author: Harry Edward Neal Chilton Co.
1960
250p illus. index

Joint author should be placed after the title of the book. Type first name, middle, then last name.

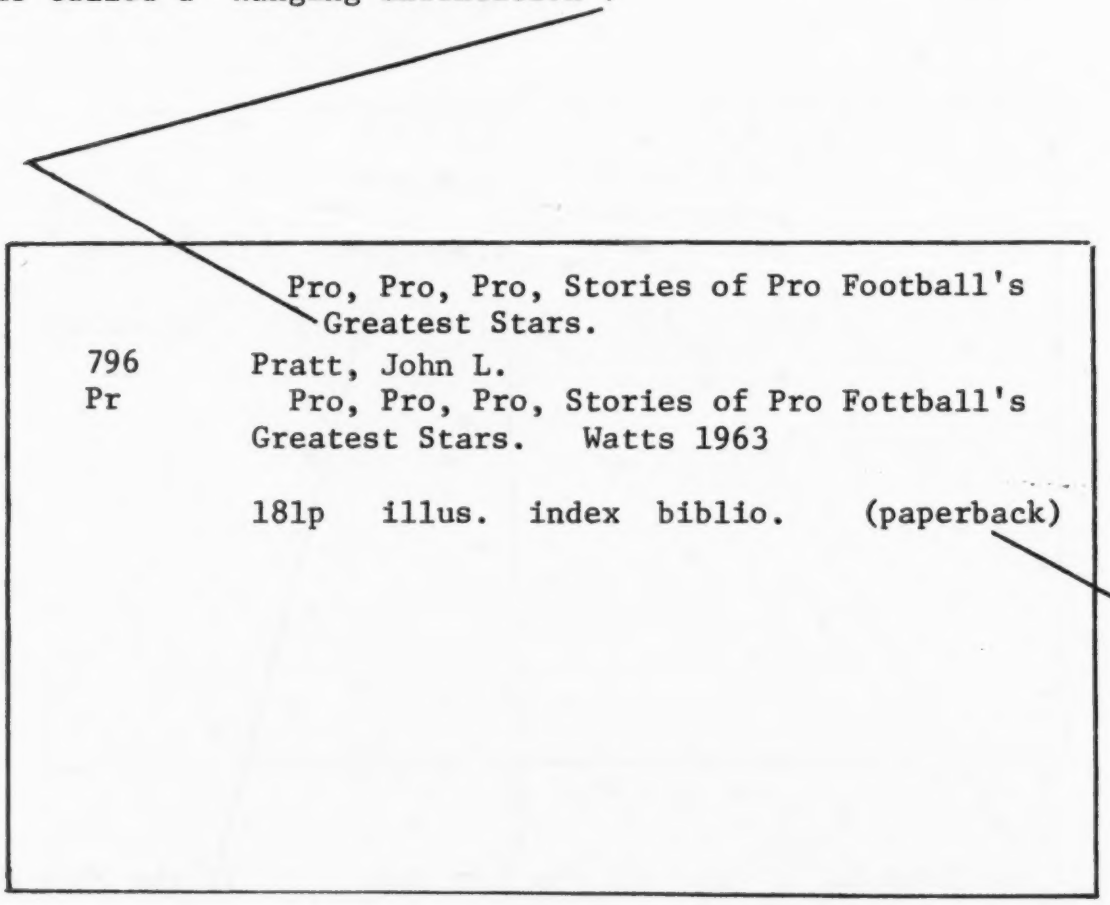
TITLE CARD

(For biographies)

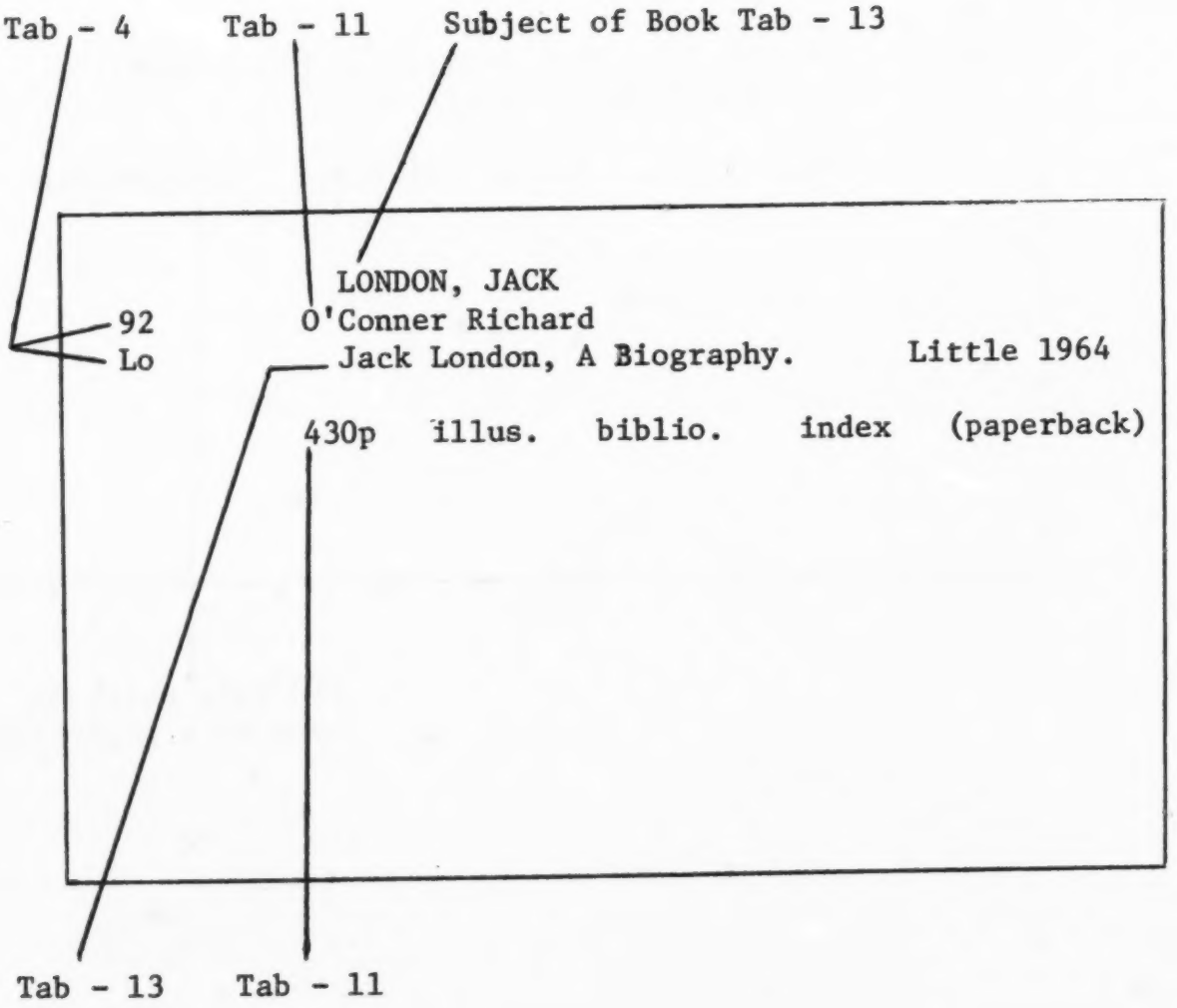

Title of the book
Jack London, A Biography.
92 O'Conner, Richard
Lo Jack London, A Biography. Little 1964
430p illus . biblio. index (paperback)
Add this entry if book is a paperback
If the book is illustrated
If the book has a Bibliography
If the book has index

TITLE CARD

If the title on the title card extends for more than one line, the second line is indented to the third space, and is called a "hanging indentation".


Pro, Pro, Pro, Stories of Pro Football's
Greatest Stars.
796 Pratt, John L.
Pr Pro, Pro, Pro, Stories of Pro Fottball's
Greatest Stars. Watts 1963
181p illus. index biblio. (paperback)
Add this entry if the book is a paperback

SUBJECT CARD



NOTICE: All tabs are the same on all cards.

SUBJECT CARD

#2

Subject tab - 13

FOOTBALL
796 Pratt, John L.
Pr Pro, Pro, Pro, Stories of Pro Football's Greatest Stars. Watts 1963

181p illus. index biblio. (paperback)

Add this entry if book is a paperback

SUBJECT CARD

#3

Subject

SPORTS
796 Pratt, John L.
Pr Pro, Pro, Pro, Stories of Pro Football's Greatest Stars. Watts 1963

181p illus. index biblio. (paperback)

TAB 8

PROCESSING TEXTBOOKS, WORKBOOKS AND MANUALS

1. Unpack carefully.

2. Check textbooks against invoice.

3. Librarian will check immediately with the teacher concerned.

   a. To determine if the book should be processed.

      1/ Some books are sent on an approval basis.
      2/ No book will be stamped or otherwise processed until approved and accepted by the school.

   b. To determine any special instruction if books are to be processed.

4. Check condition of books.

   a. If torn or damaged in other ways, report to librarian.

   b. Do not stamp damaged books.

5. Open book properly.

   a. Make a more detailed examination for incompleteness, damage, or other problems in text.

   b. If this step is omitted due to time factor, and left for the teachers to do later, examine one or two books of a set by flicking through the pages, or open one book properly and examine thoroughly.

6. Stamp books with Valsetz High School stamp (not library stamp).

   a. Stamp edge of pages--on all three sides.

   b. Stamp on sheet (end pages) front and back.

7. Number books.

   a. Check with appropriate teacher prior to numbering.

   b. Unless otherwise instructed by the teacher, the number will be placed on the spine, and on the upper edge of the book near the spine, also on the charge form.

   c. Use black felt-tip pen for numbering.

8. Stamp charge form.

9. Paste charge form inside front cover.

10. Keep list of books processed and dates.

11. Teachers may request pockets and cards.

    a. Department name is typed on top of card and pocket.

    b. Examples: English Dept. or Science Dept.

    c. The author's last name and the title of the book is placed on card as in other books.

    d. There is no classification or assession number.

12. Processing workbooks and manuals.

    a. Check against inventory.

    b. Check condition.

    c. Check with the teacher concerned prior to processing.

    d. Normal processing steps (after check with the teacher).

        1/ Stamp front and back cover
        2/ Stamp and paste charge form.
        3/ Number the copies.

TAB 9

FILING CATALOG CARDS AND SHELF LIST CARDS

1. Some cards are ordered from dealers and some are typed up by library aides.

2. Types of cards for the catalog.

   a. Subject.

   b. Title.

   c. Author.

   d. There are at least three cards for each book (in addition to the shelf list card).

3. How to file.

   a. Alphabetically by word.

      1/ Put in order by each word, not by all the letters in the title.

      2/ Example: The Barn Door is Red
                  Barn Swallows of New England
                  Barnagat Height

   b. The articles "a", "an", and "the" are disregarded when they are at the beginning of a title.

   c. If the three articles appear later in the title they are used.

   d. Place card in correct place.

      1/ Do not pull the rod at the bottom of the drawer.
      2/ The librarian will check it.
      3/ The librarian will give the student aide permission to file without his approval when he thinks the aide is ready.

4. Shelf list cards.

   a. Cards are arranged according to DDC number.

      1/ Number located in upper left corner of card.

   b. Title II cards are kept in a separate file.

c. Title II shelf list cards are identified by a black border at the top of each card.

5. Cards of lost books.

   a. Remove and place in lost book file.

   b. These cards are kept for two years.

   c. All the cards in the card catalog will be removed for the lost book, except in cases where there are more than one copy in the library, in which case all catalog cards remain in the card catalog file.

TAB 10

PROCESSING PAPERBACK BOOKS

1. Check through the book.

   a. Check for any defect such as ink smears, missing words, upside-down pages, etc.

2. Stamp book.

   a. Stamp book on following pages:

      1/ inside front cover
      2/ inside back cover
      3/ on page 27

3. Put card and pocket in the back of the book.

   a. Type author and title of book on both card and pocket (do not type any classification number).

   b. Glue on.

4. Put a piece of tape on the spine of the book.

   a. Put the color of tape on the book that corresponds with the classification.

   b. List of tape colors and book classification is as follows:

CLASSIFICATION	TAPE COLOR
Book of distinction	Black
Biography	Green
Books for girls	Dark Green
Fiction	White
Sports	Red
Science Fiction	Blue
Social studies	Beige
Science	Maroon
History through the Civil War	Yellow
History through the World War I	Grey

Hobbies . . . . . Red with Black on top

Cookbooks . . . . . .Green with yellow on top

Careers . . . . . Blue with yellow on top

History after World War I . . . . . Green with red on top

Language . . . . . Blue with white on top

5. List the new books in alphabetical order according to authors and give the list to the librarian. (This will be used to inform all teachers of the new books available.)

6. Put new paperbacks on shelf.

   a. Check the color of the tape and find the section on the shelves which has the same tape color as the paperback.

   b. Keep the books within each color section in alphabetical order as much as possible. This is particularly important with the section "Books of Distinction" which has the black tape. Alphabetical placement is necessary here because of the large number of books in this section.

7. No catalog cards are used for paperbacks unless they are accessioned.

   a. If cards are made,they are marked as in TAB 9.

8. An inventory of paperbacks will be made periodically.

   a. A list of books on each classification (sports, books of distinction, etc.) is made alphabetically by author.

   b. Add any new books acquired after the list is complete, to insure continous listing.

   c. Cross off any paperbacks which have been taken off the shelves due to physical condition or for other reasons.

TAB 11

PROCESSING NEWSPAPERS

1. Check newspapers on cards.

   a. These are weekly cards.

   b. Place the number of copies received under the proper date.

   c. Papers will not be stamped.

2. After the papers are checked place them on the newspaper rack.

   a. Each section of the paper should be placed on a different division of the newspaper stick in consecutive order.

   b. Open the section to the middle then slide it under the division and close the paper.

   c. If there is a single page in the center instead of a double, scotch tape the single page at the top and the bottom to the adjacent page.

3. Newspapers subscribed to are as follows:

   a. Oregonian - daily except Sunday

   b. Oregon Statesman - daily except Sunday

   c. Itemizer Observer - Thursday

TAB 12

PROCESSING MAGAZINES

1. Checking magazines in on cards.

   a. Two kinds of cards - see examples

      1/ Weekly
      2/ Monthly

   b. The number of issues are recorded in the square under the correct date.

2. Stamp with Valsetz High School Library stamp.

   a. Stamp on the front and back covers.

   b. Stamp should not be placed on pictures of people or decorations. Find a bare place preferably near the bottom.

3. Some magazines go to teachers.

   a. Check at the top of the card as to which teacher to send the magazine to.

   b. After they are stamped, they should be taken to the office and placed in the teacher's box.

4. Keep magazine rack in order:

   a. Backs are labeled.

   b. Place magazine above the correct label.

   c. The magazines that don't have labels are placed on the bottom two rows on one side.

   d. The magazines should be straightened every day.

   e. Only the current issue is kept on the rack. If there are more than one copy, they are both placed on the stand.

   f. Some magazines have plastic binders so they should be used on the new magazines.

5. After processing is complete.

   a. Magazines staying in the library are placed on the rack.

   b. Magazines going to the office are taken there.

c. Old magazines are then taken off the rack and placed either behind the circulation desk or in stroage.

6. Checking out magazines.

a. All magazines except the issues on the stand can be checked out of the library.

b. They can be checked out for overnight.

c. The Librarian or library aide finds the magazine, then writes the name and date of the magazine and when it is due on a card; then the person signs the card. The card is placed in the section set for the M in the charge out file.

MONTHLY

WEEKLY

TAB 13

BINDING AND COVERING MAGAZINES

1. Organizing magazines.

   a. Weekly.

      1/ All magazines for one month.
      2/ Assemble in order with earliest first.
      3/ Example: 1st, 7th, 14th, 21st, 28th

   b. Monthly.

      1/ Assemble four copies.
      2/ Place the earliest first.
      3/ Example: January, February, March, April

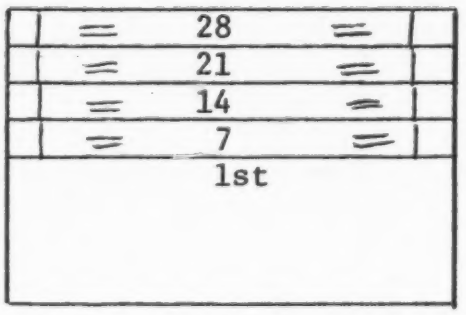
2. Gluing.

   a. Place glue on the edge of each magazine, except the top one.

   b. Place this glue near the binding.

   c. Do not use an excessive amount of glue.

Put glue on where it is shown and spread it with your finger.



Each one of these is a different magazine. Put glue on each magazine except for the first.

3. Place magazines together.

   a. Make sure the back edge or bound edge is straight.

   b. Check that all the copies are all in line on each edge.

   c. Place a weight on the temporary glue job.

      1/ Other magazines can be used as weights.

   d. New magazines are glued first temporarily, then bound with thread and glued again.

   e. Let glue harden (overnight).

4. Sawing.

   a. Place magazine in vise.

      1/ Loose boards in vise allow pressure to be placed close to the edge of the magazine.

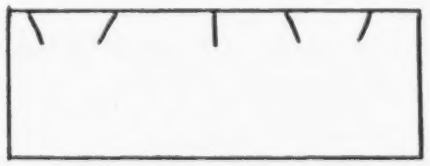
   b. Saw into the spine or bound edge of magazine.

   c. Small saw used.

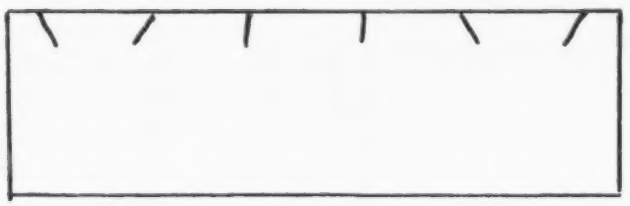
   d. Hold saw at angle.

   e. Cut in about 1/3 of an inch or deep enough to penetrate into the center fold of the magazine.

   f. On magazines such as "Time" or "Newsweek" the cuts are made as follows:



   g. On large magazines such as "Life" cuts are made as follows:



5. Binding.

   a. Thread is used.

   b. Thread is wound around and around.

   c. Start at one of the end two cuts.

   d. Progress through the center cuts to other end.

   e. Each section should be bound with about 6 to 8 threads.

6. Second gluing. (Leave sawed magazine in vise for this gluing.)

   a. Glue back or spine. (The part just sawed and bound.)

   b. Glue along threads on edge of magazine as well as spine.

c. After glue partially hardens (one hour) remove magazine from vise.

d. Place on shelf with wax paper below and on top.

e. Weights (previously bound magazines) are placed on the newly bound magazine.

f. Leave for overnight.

g. Vise is now free for another sawing / binding / gluing operation.

7. Covering.

a. Magazines which are bound but not covered (Scientific America, Business Week, etc.).

1/ A thin strip of pressed paper (the same material as the cover) is cut to fit the spine of the newly bound magazine.
2/ Place thin strip along the spine.
3/ Tape the strip in place with appropriate color of tape.

b. Magazines which are to be covered.

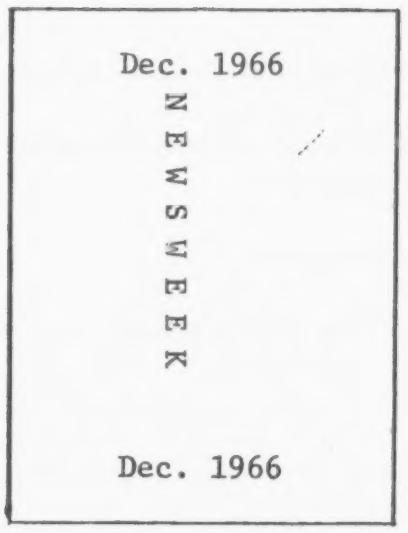
1/ Covers of pressed paper are cut to fit the magazine.
2/ Place the magazine on the cover and mark with a pencil.
3/ Use the paper cutter in the library or the one in the office to cut the cover.
4/ Same for the strip of paper to fit the spine.
5/ Tape the covers to the front and back of the magazine (on the inside of the covers).

a/ Use white tape that is 1 1/2 inch wide.
b/ Place tape on covers and let it overlap by half.
c/ Take cover with tape on it and fasten it to the magazine in front and back.
d/ Make sure covers are on straight.

6/ Use a strip of pressed paper and cut it to fit the spine exactly.
7/ Tape strip to spine using cloth tape of the appropriate color for the magazine.
8/ Marking

a/ Use felt tip black pen or electric pencil.
b/ Felt tip used on red, green and blue.
c/ Ecectric pen used on black, maroon or other dark colors.
d/ Spine marked at top with date and name of magazine.
e/ Spine marked at bottom with the date.

f/ See sketch.



9/ Tabbing.

a/ Tabs are little white cards.
b/ Preferably 1 1/2 inches wide.
c/ Cut from 3x5 cards.
d/ Prepare a tab for each week or month required.
e/ Write date of magazine on each tab.
f/ Staple tab to back page of the bound magazine before that issue.
g/ Position it so that the date will show above the magazine but not far enough that it will get bent over.
h/ Stagger the tabs for easy visibility.

TAB 14

HOW TO MEND BOOKS

1. When books are abused, they must be put in proper repair for continued service in the library.

2. Some minor repairs can be done in the library.

   a. For detailed instruction on how to mend books, consult Gaylord's Bookcraft.

   b. This pamphlet will give all directions needed to repair books in your library.

   c. Copy available in vertical file.

3. Except for minor repairs, books will have to be sent to a bindery to be fixed.

   a. These should be stored in a special area until they are taken.

3M47

TAB 15

VERTICAL FILES

1. The vertical files consist of maps, pamphlets, and clippings from newspapers or magazines.

2. The copyright date and the subject of the item is placed in the right-hand corner.

   a. If there is no copyright date, use the date of receipt for new material.

3. Material that is badly soiled or damaged will be discarded.

4. Items dated older than 10 years will be discarded unless they have a specific and continuing value.

   a. Check with the librarian on such items.

5. Items are filed alphabetically by word in the subject heading on the guides.

6. A list of subjects can be obtained from the librarian.

7. If the material does not fit under any of the subject headings, check with the librarian.

   a. A new heading will be added to the files.

8. When returning materials.

   a. Check the files in that area.

   b. Make sure the right material is behind the proper heading.

9. Obtaining material.

   a. Selection can be made from Free Material for Classroom Teachers by Ruth H. Aubrey.

   b. Circle articles that you would like to order.

   c. After the article is ordered mark the date on which it was ordered.

   d. Prepare letters for mailing.

   e. When material is received, mark the date received on the above back.

   f. Check with the librarian for other sources.

10. Whenever possible, new material will be displayed for one week prior to filing.

11. Additional information for handling the files.

    a. Ask the librarian for The Teacher - Librarian's Handbook by Mary P. Doubles.

TAB 16

PROCESSING AND HANDLING OF RECORDS, FILMSTRIPS AND OTHER NON-BOOK MATERIALS

1. Non-book materials for the purpose of this tab will include records (phonodiscs), films, film loops, filmstrips, slides, tapes, and transparencies.

2. Receipt of item:

   a. If assisting with unpacking, unpack very carefully, and check each item for any damage or visible defects (scratches on records, bent containers, torn film, etc.). Bring any damage to the attention of the librarian.

   b. Check each item against the bill of lading, packing slip, or invoice, whichever document is with the material or available in the library.

   c. Some items are sent by producers or publishers on a trial basis to various departments in the school. <u>These are not to be processed until accepted by the head of the department.</u> Such items will be brought to the attention of the librarian immediately. There is generally a notice or a stamp on the bill of lading or invoice to the effect that it is sent on a trial basis.

3. Accessioning:

   a. All non-book items received in the library will be entered in the main accession book, in separate sections assigned to each type of item. Do not accession non-book items in the section for library books.

   b. If sets of items are received, such as an album containing several records, a set of color slides, a set of filmstrips, etc., these will be accessioned as separate items, but with the words "part of set _____" to indicate that each part belongs to a certain set. If it is a set of filmstrips with a corresponding set of records accompanying it, each group will be accessioned in the separate sections that are applicable in the accession book, and it will be noted that there is a set corresponding to the other in each section. Price or cost will be indicated for the entire set.

   c. At the time of accessioning, the item will be given its complete call number, which indicates the type of item, an accession number, and the letter designation showing subject area. The librarian will designate the subject area.

Letter designation for type of item

FS - Filmstrip
FL - Film loop
S - Slide
R - Record (Phonodisc)
T - Tape
TR - Transparency

Letter designation for subject area

LA - Language Arts (English, including literature, Foreign Languages, Reading)

SS - Social Studies

S - Science

M - Mathematics

FA - Fine Arts (Music, Art)

VE - Vocational Education (Shop, Drafting, Agriculture)

HE - Home Economics

HPE - Health and Physical Education

BT - Business and Typing

G - Guidance

DT - Driver Training

L - Library Science

d. An example of a complete call number for a tape on teaching Spanish, if it were the 16th tape accessioned, would be as follows:

T-16
LA

e. If it were a part of a set of tapes, or a set consisting of the tape and other items, the call number would be a little different. For example:

T-16(set)
LA

f. Various non-book items will differ somewhat in entries in the accession book. The following must be included for all types of items: date of accessioning, accession number (very important), identification, the part of a set if it belongs to a set, and the set number or identification, cost, and complete call number.

4. Stamping and labeling:

a. Place the high school stamp (or the Title II stamp if it is a Federally purchased item) where appropriate on the item, to show ownership by the school. Some items, such as individual filmstrips, may be too small to hold the stamp. However, in all cases the call number will be placed on the item. This may be done with a label or with a felt-tip pen. Check with the librarian in case of problems.

b. Examples of the two stamps are below:

<u>High School Stamp</u>

DAYTON HIGH SCHOOL

LIBRARY

<u>Title II Stamp</u>

DAYTON HIGH SCHOOL

89-10-II

5. Catalog cards and shelf list cards:

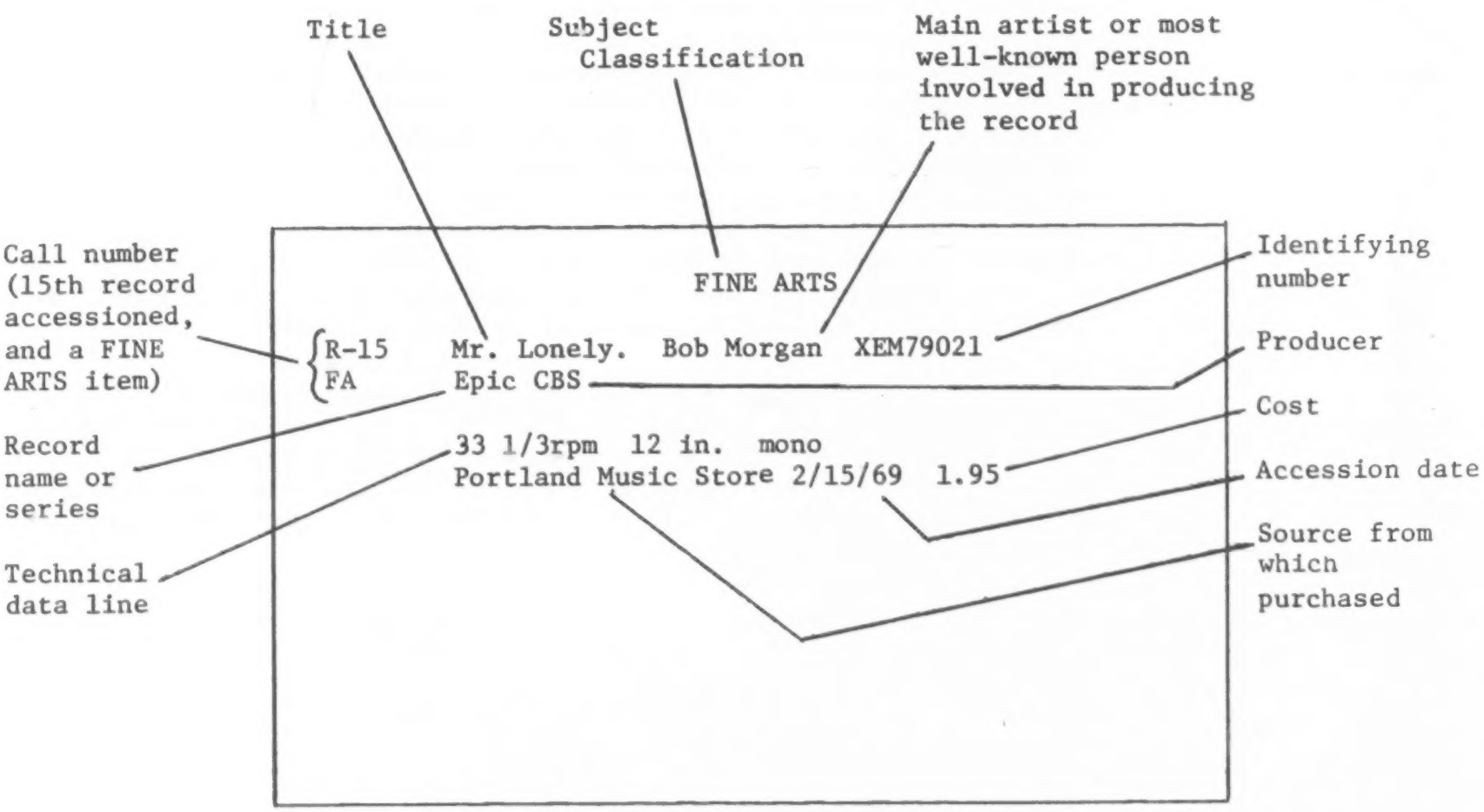
a. Cards with a green stripe at the top will be used for records. Those with an orange stripe at the top will be used for filmstrips.

b. Shelf list cards are typed and placed in the files in the librarian's office and are generally not available to students. These cards are used as inventory cards to show what items are in the library. Each item that is listed in the accession book has one shelf list card in these files, whether the item is an individual item or part of a set.

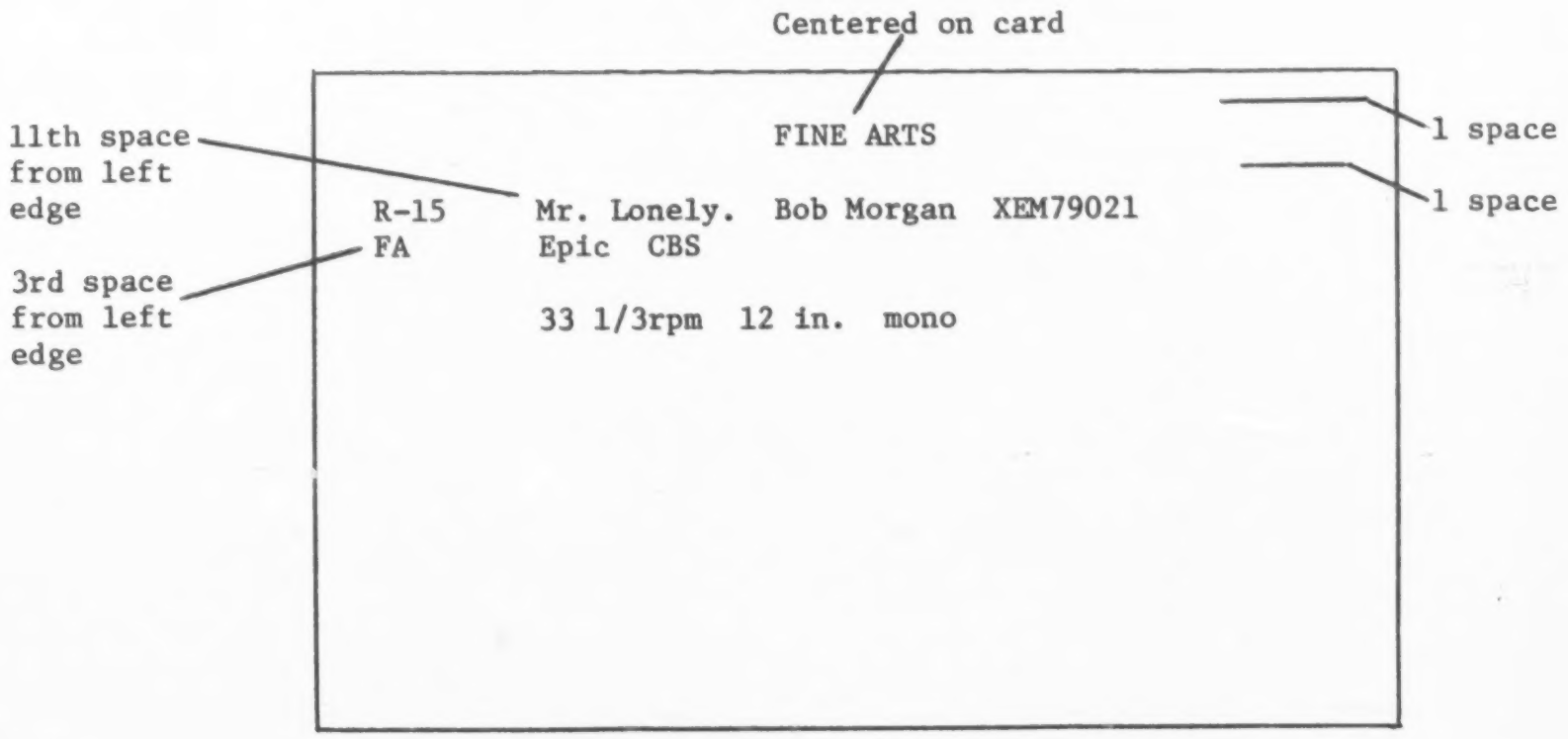
c. Catalog cards are typed and placed in the main card catalog. The purpose of these catalog cards is to help students and teachers to locate items in which they are interested. The number of catalog cards placed in the card catalog will depend on the item itself - whether it contains material that fits into several subject fields, for example, or whether it is a set or an individual item, etc. Each item or set must be examined (by the librarian) prior to determining how many catalog cards will be made for the item. In some cases, for example, a whole set may need but one catalog card, if each item of the set has the same title. One fact should be kept in mind, and this is that if the items consist of a set, this must be indicated and the parts of the set mentioned.

d. As stated above, each item, whether individual or part of a set, will have <u>one</u> shelf list card. The number of catalog cards will vary, depending on several factors, but <u>at least one</u> catalog card will be present for an item or set. On the next page are examples of the cards necessary for a typical individual item which is not a part of a set.

Shelf List Card (Individual item)



Catalog Card (Showing spacing)
(Note that the only difference in the two cards is that the last line is omitted in this one)



e. When preparing cards for a set of items, the important thing to keep in mind is that the set and its parts must be indicated on the cards. For example, below are the shelf list and catalog cards for a set consisting of 2 records and a film strip, with an accompanying pamphlet, all with the same title.

Shelf List Cards (One for each item of the set, except the pamphlet)

HOME ECONOMICS

R-26 Making Beet Pickles. Encyclopedia Universal
HE 1965
(Set)

33 1/3rpm 10 in. mono
Ency. Univ. 3/4/69 1.75

Part of set of 2 records, 1 filmstrip:
R-26, R-27, FS-12
Pamphlet with FS

HOME ECONOMICS

R-27 Making Beet Pickles. Encyclopedia Universal
HE 1965
(Set)

33 1/3rpm 10 in. mono
Ency. Univ. 3/4/69 1.75

Part of set of 2 records, 1 filmstrip:
R-26, R-27, FS-12
Pamphlet with FS

HOME ECONOMICS

FS-12 Making Beet Pickles. Encyclopedia Universal
HE 1965
(Set)

35mm 45 frames color
Ency. Univ. 3/4/69 6.00

Part of set of 2 records, 1 filmstrip:
R-26, R-27, FS-12
Pamphlet with FS

Each set will have at least one catalog card, and may have many more. In the case of this set, only one catalog card is necessary, since each part of the set has the same title. However, all parts of the set must be identified on this one card, as shown below:

Catalog Card

HOME ECONOMICS

R-26,27 Making Beet Pickles. Encyclopedia Universal
FS-12 1965
HE (Set)

Records: 33 1/3rpm 10 in. mono
Filmstrip: 35mm 45 frames color
Pamphlet stored with filmstrip

f. If a set is made up of parts which have different titles, catalog cards for each part will be necessary. For example, suppose a set consists of 4 filmstrips and 2 records, as as follows:

Set - Common Insects

Filmstrips	Records
The Ant	Two Common Flying Insects
The Spider	Two Common Walking Insects
The Mosquito	
The House Fly	

In this case, one catalog card will be necessary as the "set" card, then one catalog will also be necessary for each part of the set.

Catalog Card for the set as a whole

SCIENCE

FS-34-37
R-22-23
S (Set)

Common Insects. Encyclopedia Earth-Life
1963

Set of 4 filmstrips, 2 records:
FS-34, The Ant
FS-35, The Spider
FS-36, The Mosquito
FS-37, The Housefly
R-22, Two Common Flying Insects
R-23, Two Common Walking Insects
Pamphlet stored with Filmstrips

Catalog Card for one part of the set

SCIENCE

FS-34
S
(Set)

The Ant. Encyclopedia Earth-Life. 1963

35mm 45 frames color

Part of set, Common Insects, consisting of
4 FS, 2 R:
FS-34, 35, 36, 37
R-22,23
Pamphlet with filmstrips

6. Check-out Cards and Card Pockets.

   a. For items such as records, the check-out card and pocket can be placed directly on the item.

   b. For items such as filmstrips, the card will be stored in a box near the item, and no pocket will be necessary.

   c. Cards and pockets will have the call number, title of item, and subject area indicated.

7. Storage.

   a. All individual items (not parts of sets) will be stored together in the same place.

   b. Sets will be stored together, if at all practical.

   c. Racks should be ordered for storage by subject area, if possible.

8. Checking out items.

   a. Items will be available to students and faculty members.

   b. Students will sign both their first and last names on the cards, when the item is loaned out.

   c. Faculty members should have their names on both the card and the item, whenever possible.

TAB 17

INVENTORIES

1. Spot inventories:

   a. may be taken at any time of the year

   b. in any section of the library, as desired by the librarian.

2. Procedure: (For spot inventories.)

   a. It is better for two people to work together as a team, but one person may do it alone.

   b. Read the shelves for the entire section, for example, the 500's, the 920's and 92's or the 813's.

      1/ In doing this, one may see that the books are in their correct order.
      2/ First place by classification number, then by author or, if two or more books by the same author, by the title of the book.

   c. Taking inventory:

      1/ Check the shelf list file cards against the books and vice versa.
      2/ Make sure that no card or book is passed over.
      3/ If the numbers for card and book are the same, go on to the next book.
      4/ If there is no book for a card in the file, the card is placed crosswise in the files.
      5/ If there is a book but no card in the shelf list file, remove the book from the shelf and set it aside until the matter can be checked into further.
      6/ Remove any books needing any repair.

   d. If the call number is not the same on the card as the book, or vice versa:

      1/ Check the back of the title page and the information on the card pocket.
      2/ Change the file card or the call number on the book's spine to fit the call number given on the back of the title page.
      3/ If in doubt, check with the librarian.

e. Search for the books not found on the shelves:

1/ Look in the circulation file at the charge-out desk - teacher's section included.
2/ Check books being repaired.
3/ Check books on reserve.
4/ Check books in the reference section.
5/ Ask the librarian after checking these places.
6/ Teachers room sometimes has library books.

f. Make a check of the shelves every week for the missing books:

1/ If found, take them off the list that you have made of the missing books.
2/ The list includes the call number, author, title, and accession number.

3. Annual inventory:

a. Cards of missing books are taken out of the shelf list file and kept separately.

4. Cards for missing bocks.

a. Remove cards from card catalog.

b. Mark cards in pencil with the inventory date.

c. Place in "withdrawn" section of the files.

d. If the book is found, remove the marks from the card and replace it in the catalog.

TAB 18

PREPARING DISPLAYS

1. A display must be colorful and eye catching.

2. It must say something.

   a. A catchy saying or slogan helps. Something you can remember easily.

   b. The slogan must be brief - generally less than ten words.

3. Helpful hints:

   a. Plan for your displays for the whole 9-week period.

   b. Use book covers on the display. It helps bring the subject to life.

      1/ Make sure they are colorful.
      2/ Check the card catalog to make sure that the library has the book.

   c. Use a phrase that can be read at a glance.

   d. Do not clutter the board with unnecessary words or objects.

   e. If possible, find out what subjects are being taught at the time.

      1/ This helps tie the book in closer to the students' work.

   f. Change the display often.

      1/ A display gets old fast and is not as effective.
      2/ Keep it fresh.
      3/ A general rule is to change every two weeks.
      4/ Special displays, such as Christmas, must be removed immediately after the holiday is over.

TAB 19

ORDERING NEW BOOKS

1. New books are selected for the library:

   a. by the librarian

   b. assisted by teachers and administrators

   c. student suggestions are also considered

2. New books can be ordered:

   a. directly from the publisher

   b. from a book dealer

3. Library personnel will do the preliminary work on book orders. This includes mainly the typing of order forms. The order form is typed in six copies.

4. All books ordered must be approved by:

   a. the principal of the high school

   b. the superintendent of District #62.

TAB 20

GLOSSARY

accession ..... Book or other item acquired aspart of collection: to accession is to assign an identifying number to the item, generally in sequence as acquired.

accession number .. The record of all the items acquired by a librarian.

annual ..... A work published every year.

atlas ..... A volume containing maps and very often tables, charts, etc.

audio-visual aids.. Motion pictures, latern slides, phonograph records, and other materials except books, periodicals and other printed matter.

author card ..... Card in card catalog filed under the author's name (last name first).

author entry ..... The name of the author of a book or other work used as the filing name in the catalog; usually the main entry.

bibliography ..... A list of books, periodical articles, or other works.

book card ..... A card used to charge out a book or other works.

book jacket..... See dust jacket.

book spine ..... See spine.

call number ..... The number, usually composed of letters, numbers and symbols, used to identify and locate a book or other item.

cataloging ..... Indexing the contents of a library, usually on cards called catalog cards, 3x5 in size, with a hole punched in the bottom to facilitate holding the card in place in a file.

charging..... The process of recording the loan of a book or other library item taken out by a patron.

clothbound ..... Term used to describe a book bound in cloth pasted over stiff boards.

collation ..... Physical description of a work, giving such information as paging, numbering of volumes, illustrations, number of pages, etc.

collection ..... A group of books or other materials; may refer to a library's entire holdings or to a special part.

copy ..... One of a book or other item, as "He has two copies of Kon Tiki."

copyright ..... The exclusive right granted by a government to publish a work during a specific period of time; a protection against others copying it. U. S. copyright period is 28 years with the right to renew for 28 years.

copyright date .... The date the copyright is given by a government.

cross reference ... A referring from one term to another.

date due slip ..... A form used in a library book to indicate the date that the book is to be returned to the library.

due-in slip ..... See date due slip, above.

dust jacket ..... The paper covering, usually illustrated, on a new book.

entry ..... The word, name, phrase, or other terminology under which a card is filed into the card catalog, such as author entry, title entry, etc.

first indention ... A point ten spaces from the left margin of a catalog card, and the starting point for the main entry.

imprint ..... Information giving the place, publisher, date of publication; usually found at the bottom of the title page of a book.

inventory ..... Itemized list of the holdings of a library; <u>to take inventory</u> is to check on all the items to determine whether any are missing.

joint author ..... Person or persons who have assisted in writing a book; usually not the first name listed on the title page (usually the first one is given credit as the main author).

leaf ..... Sheet of paper in a book, usually with a page of printing on each side.

main entry ..... The first or primary entry in most library card catalogs.

order form ..... A printed form for ordering books.

overdue notice .... A notice to a borrower of a book that the book is past due.

page ..... One side of the leaf in a book.

pamphlet ..... A publication, generally less than 100 pages, stapled rather than bound, and usually with paper covers. Used very often by government agencies.

paperback ..... A book bound in paper without the use of stiff boards for covers.

periodical ..... A publication issued periodically, such as weekly or monthly, such as a weekly magazine.

plastic jacket..... A transparent covering made to shield a book from dirt or injury, and placed over the dust jacket.

professional materials ..... Those items which have been secured for use by the staff and teachers of the school, rather than the students.

pseudonym ..... A fictitious name used by an author (such as Mark Twain by Samuel Clemons).

reading shelves ... Examining the books on the shelves to see that each is in its proper place.

reference book .... A book used to provide information, such as an encyclopedia. These books are generally retained in a library and not loaned out, unless for very short periods of time.

reserve materials . Books and other items placed in a special shelf at the request of a teacher or teachers, and usually limited as to loan time.

see also reference A cross reference to the required material under a different heading.

shelf list ..... A separate file of cards (or other forms) which lists all the books in the library.

shelf reading ..... See reading shelves.

size ..... The up and down measurement of a book (not thickness or area), when standing on the shelf.

spine ..... The back of a book connecting the two covers, separated by a space from the body of the book itself. Usually carries the title of the book and the author's name. Call number is placed here.

stacks ..... The upright shelves upon which the books are placed for storage in the library.

stack area ..... The area in the library holding the shelves of books.

subject card ..... The card in the card catalog, filed under the subject of the contents of the book.

title ..... The name of the book.

title card ..... The card in the card catalog filed under the title of the book.

title page ..... The page at the beginning of a book listing the title, author, and information as to publication of the book.

Title II book ..... A book purchased with Federal funds, and specially stamped and inventoried.

tracings ..... A listing of all the cards in the card catalog on one book. It is on the main entry card (generally the author card) in a card catalog. May be placed on the front or the back of the author card.

translator ..... A person who writes from one langaage into another.

withdrawal ..... A book taken out from a collection.due to damage or age, or for other reasons which make the book useless or of minimal use to the library.

TAB 21

LIST OF ABBREVIATIONS

abr.	abridged
&	and
assoc.	association, associated
bdg.	binding
bk.	book
c	copyright
c.	copy
cir.	circulation
co.	company
comp.	compiler
D.C.	District of Columbia
DC	Decimal Classification
DDC	Dewey Decimal Classification
dept.	department
dict.	dictionary
ed.	editor, edition, edited
illus.	illustrated, illustration(s), illustrator
intro.	introduction
jt. auth.	joint author
jt. comp.	joint compiler
jt. ed.	joint editor
jt. illus.	joint illustrator
jt. tr.	joint translator
LC	Library of Congress
lib.	library
libr.	librarian
n.d.	no date
#	number
p.	pages
pref.	preface
pseud.	pseudonym
pt.	part
pub.	publisher, published
ref.	reference
rev.	revised
ser.	series
suppl.	supplement
tr.	translator, translated
v.	volume(s)
1st	first
2n	second
3d	third
4th	fourth
5th	fifth
univ.	university

TAB 22

EXAMPLES OF SHORTENED PUBLISHERS' NAMES

Allyn	Allyn & Bacon, Inc.
Am. Bk.	American Book Company
A.L.A.	American Library Association
Apollo Eds.	Apollo Editions
Appleton	Appleton - Century - Crofts
Arco	Arco Publishing Company, Inc.
Assoc.	Associated Press
Atheneum	Atheneum Publishers
Beacon Pr.	Beacon Press, Inc.
Bowker	R. R. Bowker Company
Cambridge	Cambridge University Press
Chilton	Chilton Company
Collier	P. F. Collier & Sons
Coward	Coward - McCann
Crowell-Collier	Crowell-Collier Press
Doubleday	Doubleday and Company
Dutton	E. P. Dutton & Company, Inc.
Farrar, Straus	Farrar, Straus & Company, Inc.
Grosset	Grosset & Dunlap, Inc.
Grove	Grove Press, Inc.
Harper	Harper & Row
Heath	D. C. Heath & Company
Holt	Holt, Rinehart & Winston, Inc.
Houghton	Houghton Mifflin Company
Knopf	Alfred A. Knopf, Inc.
Little	Little, Brown & Company
Little & Ives	J. J. Little & Ives Publishing Company
McGraw	McGraw-Hill Book Company, Inc.
Morrow	William Morrow & Company, Inc.
Oxford	Oxford University Press
Oxford Bk.	Oxford Book & Stationery Company
Praeger	Frederick A. Praeger, Inc.
Prentice-Hall	Prentice-Hall, Inc.
Rand McNally	Rand McNally & Company
Random	Random House, Inc.
Regnery	Henry Regnery Co.
Revell	Fleming H. Revell Company
Row	Row, Peterson & Company
Scott	Scott, Foresman & Company
Scott Pubs.	Scott Publications, Inc.
Univ. Of Calif.Pr.	University of California Press
Watson - Guptill	Watson - Guptill Publications, Inc.
Watts	Franklin Watts, Inc.
Wiley	John Wiley & Sons, Inc.
Wilson	The H. W. Wilson Company
World Publ.	The World Publishing Company

NOTE: Above information from p159-160, Commonsense Cataloging, Ester J. Piercy, H. W. Wilson Co., N.Y., 1965

TAB 23

DEWEY DECIMAL CLASSIFICATION

The Dewey Decimal Classification system places all books into one of ten basic "classes" or groups, as follows:

000-009	Generalities
100-199	Philosophy and related disciplines
200-299	Religion
300-399	The social sciences
400-499	Language
500-599	Pure sciences
600-699	Applied sciences (Technology)
700-799	The Arts
800-899	Literature
900-999	General geography, history, etc.

TAB 24

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